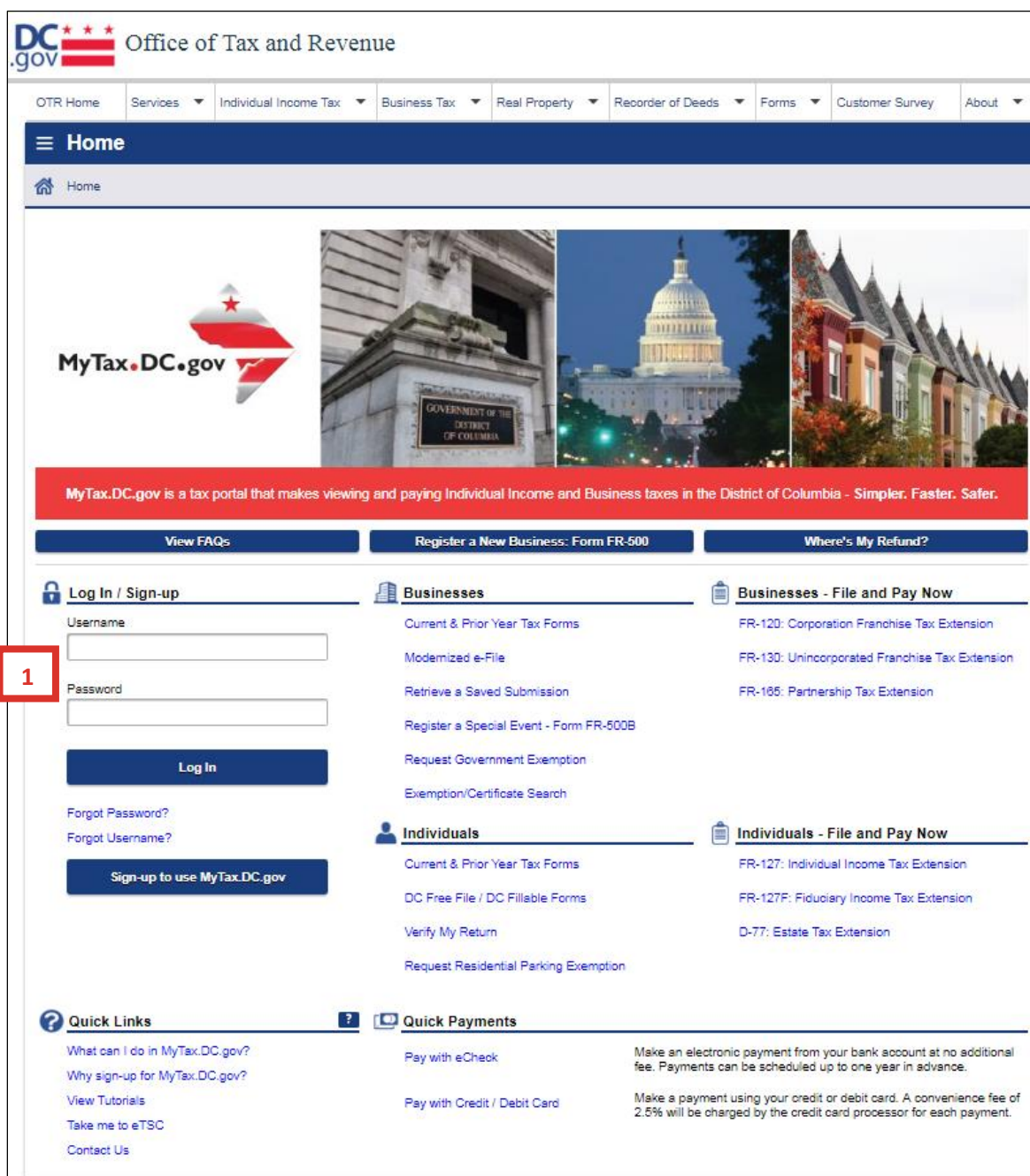# MyTax.DC.gov User Guide:
How to Store Bank Account Information

Storing your bank account information in MyTax.DC.gov makes it faster and simpler to pay your taxes online.

1. From the MyTax.DC.gov homepage, log in using your **Username** and **Password**.

2. Under the **I WANT TO** section, click **View My Web Profile**.

3. On your user profile page, click the **Payment Methods** tab.

4. On the **Payment Methods** page, click **Setup new payment channel**.

5. From the **Add Pay Method** page, store your bank account information to use for future tax payments.
    a. Use the drop down menu to select the bank account type (e.g. checking, savings).
    b. Enter your bank's routing and account number in the designated fields.
    c. Answer yes or no to **Use default name**. Choose to name your stored bank account by entering a name in the field provided under **New Name**.
    d. Click the **Save** button to store your bank account.

6. Your bank account information is stored in your MyTax.DC.gov profile.

To verify your bank account information stored successfully, follow the below steps.

1. Under the **I WANT TO** section, click **View My Web Profile**.

2. On your user profile page, click the **Payment Methods** tab.

3. The link to the stored payment method displays. Click on the link to display details of the stored bank account.